

How to Use the TRD01 Tradesperson Installation, Repair and Maintenance Services Statewide Contracts

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| Contract #: TRD01 | Contract Duration: 3/1/2017-2/28/2022 |
| MMARS #: See <i>MMARS</i> Section | Options to Renew: 2x 3 year renewal options |
| Contract Manager: | Betty Fernandez -617-720-3133, Betty.Fernandez@State.MA.US |
| UNSPSC: | 72-15-12 - HVAC/Sheet Metal Services, 72-15-15 – Electrician, 72-11-11 – General Contracting, 72-15-10 – Boiler Services, 72-15-11 – Plumbing Services, 72-15-24 – Glass/Window/Doors, 72-15-13 – Painting Services, 72-15-43 – Generator/Turbine Services, 70-17-18 – Drain Services, 72-15-40 – Fencing |
| Last Change Date: | 5/12/2017 |

Contract Summary

The Tradesperson contract provides Contractors who provide construction, reconstruction, alteration, installation, demolition, maintenance and/or repair services and, if needed, associated materials for ten (10) trade categories identified below;

1. TRD01 - Boiler Services
2. TRD01 - Drain Services
3. TRD01 - Electrician Services
4. TRD01 - Fencing Services
5. TRD01 - General Contracting
6. TRD01 - Generator/Turbine Services
7. TRD01 - Glass/Windows/Doors
8. TRD01 - HVAC/Sheet Metal Services
9. TRD01 - Painting Services
10. TRD01 - Plumbing Services

Benefits and Cost Savings

Prequalified Vendor List – Provides a list of prequalified vendors who as a condition of the contract agree to comply with the Construction Law and Prevailing Wage.

County Awards – Contractors provide service on a County level with an option for statewide coverage. For a list of counties please [click here](#).

Who Can Use This Contract?

Applicable Procurement Laws: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00, M.G.L. c. 149 and M.G.L. c. 30 s. 39M

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Construction Law Compliance

All work performed under this contract must comply with the Massachusetts construction laws, M.G.L. c. 149 and M.G.L. c. 30 s. 39M. For reference, see: <http://www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf>

This contract is to be used for construction, reconstruction, alteration, installation, demolition, maintenance or repair services and, if needed, associated materials. It is the responsibility of the Eligible Entity to consult their legal counsel for assistance determining whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Services provided under this contract (i.e. labor) are limited to \$50,000 or less per engagement. **OSD does not provide guidance on this.** Questions around the Construction Law must be directed to the Eligible Entities legal counsel, AG and/or IG.

Eligible Entities will be allowed to contract with any contractor under Statewide Contract TRD01 for services for building or public works construction projects estimated to cost **less than \$10,000** without the need to solicit multiple written price quotations when procuring these services, unless required by the eligible entity's internal procurement policies and requirements. Eligible Entities must use sound

business practices which require a record that includes, at a minimum, the name and address of the person from whom the services were procured.

If using Statewide Contract TRD01 for services for c. 149 building construction or c. 30, s. 39M public works projects estimated to cost **between \$10,000 and \$49,999.00 (this amount is capped for labor only)**, public agencies will be required to **solicit at a minimum responses from at least three (3) TRD01 contractors and MUST receive two (2) written responses**, provided that the contract shall be awarded to the responsible person offering to perform the contract at the lowest price quotation. If the project requires additional equipment/parts/materials the costs associated with such equipment/parts/materials may exceed \$50,000 cost limit.

Construction projects exceeding these limits are not permitted under this contract. Additionally, MGL c. 7C, ss. 44-57, Design Services for Public Building Projects, is outside the scope of this statewide contract.

In instances where Statewide Contract TRD01 is used for services in excess of \$25,000, MGL c. 149, s. 29 payment bonds are required from the selected Contractor. It is the responsibility of the eligible entity to enforce this requirement when soliciting quotes.

Vendor Licenses and Certifications

The Tradespersons contracts are awarded as qualifying lists by OSD. It is the responsibility of the Eligible Entity to ensure that they obtain copies of all the proper employment requirements including but limited to licenses, certifications, insurance, OSHA, etc. from the Contractor for all employees working on a project prior to engagement.

Prevailing Wage

The Eligible Entity has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](#) at www.mass.gov/dols for each job under TRD01. Any Eligible Entity that uses the contract must request a prevailing wage schedule at the time of the engagement of the contractor for specific services or projects. If the Eligible Entity is soliciting quotes, the prevailing wage schedule must be included in the Request for Quotes to vendors. As a condition of this contract, all Contractors have agreed to comply with the Prevailing Wage Law, as administered by the DLS. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS Website at www.mass.gov/dols or by calling the DLS Prevailing Wage Program at (617) 626-6953.

Eligible Entities must obtain a copy of the Contractors weekly payroll records to ensure that Prevailing Wage was paid. The weekly payroll record must be reviewed prior to paying any invoice that includes Prevailing Wage. Chapter 149, § 27B requires the following information be contained on certified payroll records: For each employee, the name, address, occupational classification, hours worked and wages paid. For each apprentice, in addition to the aforementioned information, a photocopy of the

apprentice's ID card. Example of certified payroll record (report form)

<http://www.mass.gov/lwd/docs/dos/prevaling-wage/pw-payroll.pdf>

Pricing and Purchase Options

Purchases made through this contract will be made on a fee for service basis. If needed, associated materials may be included in the fee for service cost.

Pricing and Buying Details

All pricing on this contract is "ceiling" or "not-to-exceed" pricing. Vendors provide a % markup for prevailing wage, hourly cost for emergency situations and a % markup for supplies. Each contractor has a "Bidder Response Form" on COMMBUYS that has a *Pricing Information* section with specific details.

Quotes

See *Construction Law Compliance* section of this document.

Statement of Work (SOW) Template

The Strategic Sourcing Team has developed a general Statement of Work Template to be used when soliciting quotes under TRD01. It is highly encouraged the Eligible Entities use the Statement of Work Template as a reference when soliciting quotes. This is not intended to replace the eligible entity's internal standard form, but to act as more of a guide. The SOW Template is saved in COMMBUYS under the trade categories Conversion Vendor. See the How to Place an Order section of this document for direct links to the Conversion Vendors.

MMARS

Please see below for MMARS MA for each category;

1. TRD01Boilers*
2. TRD01Drains*
3. TRD01Electricians*
4. TRD01Fencing*
5. TRD01GeneralContract*
6. TRD01GeneratorTurbin*
7. TRD01GlassWindowDoor*
8. TRD01HVACSheetMetal*
9. TRD01Painting*
10. TRD01Plumbing*

Full Performance Specifications and Requirements

The “Request for Response” provides detailed specifications and performance requirements that each Contractor must comply with for services being provided under TRD01. Eligible Entities should reference these documents when developing their SOW. This document is available on COMMBUYS.

Vendor Specific Information

Each vendor has their own MBPO with trade specific information. The “Bidder Response Form” for each Contractor provides detailed information about the Contractor’s experience, trade specific specifications/requirements, contact information, pricing information, etc. and how it relates to the trade they provide. In addition, other documents include licenses/certifications, OSHA cards, insurance, etc. Eligible Entities should reference these documents when determining what vendor to use for their project or who to solicit quotes from.

Additional Information

Permits

Contractor is responsible for obtaining and submitting all required permits from any Federal, State or Local agency. Contractors are responsible for the payment of all permits. Eligible Entities will not pay for any permits of any kind unless this is otherwise specified and agreed upon by the purchasing entity in writing prior to the start of work.

Security Deposit or Additional Insurance

Contractors may not charge an Eligible Entity a security deposit or additional insurance for any commodity or service under this Statewide Contract.

No Minimum Charge

Contractors are paid only for hours worked on location. Labor charges begin at job location and end at job location. Eligible Entity will not pay for any additional labor charges away from job location.

Other Expenses

No meals, commuting expenses, fuel surcharges, lodging, incidental expenses or other expenses can be billed to the purchaser.

Strategic Sourcing Services Team Members

| Name, Organization | | |
|--------------------------|---------------------------------|------------------------|
| AnnMarie Rodrigues, DOC | Donald Staffiere, DOC | Katherine Morse, OSD |
| Catrice C. Williams, DPH | Elaine Davis, Barnstable County | Kristine Marcotte, DOC |
| Christopher Yacino, DOC | Jenna Ide, DCP | Nancy Fitzgerald, DFS |

| Name, Organization | | |
|---------------------------|-------------------------------------|---------------------|
| Deanne Daneau, DEP | Johanna Boucher, Town of Barnstable | Sean Foley, DOC |
| Deborah Anderson, AGO | John Crisley, DCP | Tina Urato, CDA |
| Eugene J Deutsch, DYS | John Ferrara, DCP | Victor Salcedo, AGO |
| Timothy Waitkevitch, CHIA | | |

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a zero Line Item catalog in COMMBUYS.

Each category has a unique Description in COMMBUYS that are listed below.

1. TRD01 - Boiler Services
2. TRD01 - Drain Services
3. TRD01 - Electrician Services
4. TRD01 - Fencing Services
5. TRD01 - General Contracting
6. TRD01 - Generator/Turbine Services
7. TRD01 - Glass/Windows/Doors
8. TRD01 - HVAC/Sheet Metal Services
9. TRD01 - Painting Services
10. TRD01 - Plumbing Services

Each awarded vendor has been assigned a unique Master Blanket Purchase Order (MBPO) for the trade category(s) they have been awarded. The Line Items for each vendor MBPO represents their awarded county(s).

A Conversion Vendor has been set up for each trade category for Eligible Entities to solicit quotes from.

Vendor Awarded County(s)

To determine the vendors awarded in your county for the trade category you are soliciting services for you must complete the following;

Logged into COMMBUYS-Click *Advanced* at the top of the screen then select *Contracts/Blankets* from the Document Type Drop Down. When the search options appear type the trade that you are soliciting in the *Description Field* (e.g. TRD01 - Boiler Services) and your County in the *Item Description Field* (e.g. Essex County).

Not Logged into COMMBUYS-Scroll to the bottom left of the page under *Browse by Category* and click on *Contract & Bid Search* then click on the radio bottom for *Contracts/Blankets*. When the search options appear type the trade that you are soliciting in the *Contract/Blanket Description* Field (e.g. TRD01 - Boiler Services) and your County in the *Item Description* Field (e.g. Essex County).

How to Place an Order

When using the Conversion Vendor to solicit quotes under this contract; use the job aid for “[How to Create a Solicitation Enabled Bid using a Release Requisition](#)” for guidance. Below is list of the Conversion Vendor MBPOs for each trade category.

| MBPO | Trade Category |
|--|------------------------------------|
| PO-17-1080-OSD03-SRC02-10367 | TRD01 - Plumbing Services |
| PO-17-1080-OSD03-SRC02-10366 | TRD01 - Painting Services |
| PO-17-1080-OSD03-SRC02-10365 | TRD01 - HVAC/Sheet Metal Services |
| PO-17-1080-OSD03-SRC02-10364 | TRD01 - Glass/Windows/Doors |
| PO-17-1080-OSD03-SRC02-10363 | TRD01 - Generator/Turbine Services |
| PO-17-1080-OSD03-SRC02-10362 | TRD01 - General Contracting |
| PO-17-1080-OSD03-SRC02-10361 | TRD01 - Fencing Services |
| PO-17-1080-OSD03-SRC02-10360 | TRD01 - Electrician Services |
| PO-17-1080-OSD03-SRC02-10359 | TRD01 - Drain Services |
| PO-17-1080-OSD03-SRC02-10358 | TRD01 - Boiler Services |

Once a quote is obtained and selected the ordering process is as follows:

P.O. For One-Time Services

- Once a service and price is determined, the ordering process is as follows:
- Initiate a new requisition
- Search for an item (Use FAC96) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter “1” in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

Further direction is available in the “[How to Create a Release Requisition and Purchase Order \(Contract Purchase\)](#)” Job Aid.



P.O. For On-going Services

If the price is estimated for ongoing services, then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: “ This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

Further direction is available in the “[How to Complete a Partial Receipt in COMMBUYS](#)” Job Aid.